

MEMORANDUM TO: THE DIRECTOR

Request two signatures.

[Redacted]
WALTER REED WOLF
Deputy Director
(Administration)

Noted by DCI
23 Apr 52 - one

18 Apr 52
(DATE)

FORM NO. 10-101 OCT 1950

25X1A

(47)

Noted by [redacted] 9CI
27 Aug 52 - Ode
AR-1-0710A

Executive Registry
2-8422

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Thursday, 27 March 1952. Members present were:

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F. Trubee Davison	- Chairman
[redacted]	- (for Comptroller)
Wilfred L. Peel	- Chief, Organization and Methods Service
George E. Meloon	- Acting Personnel Director
[redacted]	- Recorder

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2. The Committee voted favorable action on the following recommendations:

A. Meritorious Suggestions

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[redacted]
Placement Officer (Recruitment), GS-13
Personnel Procurement Division
Personnel Office

(1) Suggestion: In cases where an applicant obviously cannot be employed by the Agency, record necessary information on a small "Field Reject Card" instead of completing the "Report of Interview" and maintaining an applicant file. This procedure has been in effect in the Personnel Procurement Division, Personnel Office, since 13 February 1952, and is resulting in substantial savings over the previous method.

(2) Award Recommended

- (a) One-step in-grade salary increase
- (b) Certificate of Award

(3) Authority: CIA Regulation [redacted] Paragraph E(1)(a) 25X1A
[redacted] and Paragraph C(3).

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STATSPEC

[redacted]
[redacted]
Office of Operations

(1) Suggestion: Send all telegraphic messages (except those of an urgent nature) at night letter rates when time of transmission is between 3:30 PM and 2:00 AM (in time zone of recipient), since delivery of message is not usually made until the following day.

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